

STATE UNIVERSITIES CIVIL SERVICE SYSTEM  
Original Entry and/or Promotional Examination for  
POLICE SERGEANT EXAM REFERENCE LIST

INFORMATION TO APPLICANTS/EMPLOYEES  
(Police Sergeant Examination)

Applicants and employees should review the reference list at least two (2) weeks prior to taking the Knowledge Test for Police Sergeant classification. Employers may have these materials available for applicants to review in the Human Resources Office or on reserve in the campus library.

It is suggested that in order to achieve a passing score for the Knowledge Test portion of the Police Sergeant examination, the chapters in the books on the reference list for the examination should be read and studied carefully. Some of the examination questions may not require any preparation at all, while others are based on material included in the reference list.

**Section I: Police Supervision/Management**

Iannone, N. F., Iannone, M. P., and Bernstein, J. (2008). *Supervision of Police Personnel*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	The Supervisor's Role
2	The Supervisor's Function in Organization, Administration, & Management
3	Leadership, Supervision, and Command Presence
6	Interpersonal Communications
8	Some Psychological Aspects of Supervision
10	Employee Dissatisfaction and Grievances
11	Discipline: Principles, Policies, and Practices
12	Personnel Complaint Investigation Procedures and Techniques
13	Personnel Evaluation Systems
14	Performance Rating Standards and Methods
16	Tactical Deployment of Field Forces

## Section 2: Police Administration

Swanson, C., Territo, L., and Taylor, R. (2007). *Police Administration: Structures, Processes, and Behavior*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
2	Policing Today
6	Organizational Design
7	Leadership
8	Planning and Decision Making
10	Human Resource Management
11	Labor Relations
13	Stress and Police Personnel
14	Legal Aspects of Police Administration

## Section 3: Criminal Investigation

Adams, T., Caddell, A., and Krutsinger, J. (2003). *Crime Scene Investigation*. (2nd Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
3	The Initial Response
4	The Crime Scene Search
5	Evidence Collection
6	Evidence by the Type of Crime
9	Documenting the Crime: Reports, Photographs, Videos, and Sketches
11	Going to Court

## Section 4: Field Operations

Adams, T. (2007). *Police Field Operations*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	Introduction to Patrol Operations
2	Community Policing
5	Basic Patrol Procedures
6	Frequently Handled Assignments
7	Traffic Direction and Enforcement
9	Crimes in Progress
11	Interviews and Interrogations
12	Arrest, Search, Custody, and Use of Force
13	Reporting and Records

## Section 5: Constitutional Law

Walker, J., and Hemmens, C. (2008). *Legal Guide for Police*.  
(8th Ed.) Anderson Publishing.

Chapter	Chapter Title
1	Results of Failure to Comply with Constitutional Mandates
2	Police Power and Limitations
3	Police Authority to Detain
4	Law of Arrest
5	Search and Seizure with a Warrant
6	Search and Seizure without a Warrant
7	Questioning Suspects
8	Pretrial Identification Procedures

STATE UNIVERSITIES CIVIL SERVICE SYSTEM  
Original Entry and/or Promotional Examination for  
POLICE OFFICER, POLICE CORPORAL, AND POLICE LIEUTENANT

SUGGESTED READING LIST

INFORMATION TO APPLICANTS/EMPLOYEES  
(Officer, Corporal, and/or Lieutenant Examinations)

Applicants and employees should review the suggested reading material at least 2 weeks prior to taking the Knowledge Tests for Police Officer, Police Corporal, and/or the Police Lieutenant classifications. Employers may have the reading materials available for applicants to review in the Human Resources Office or on reserve in the library.

It is suggested that in order to achieve a passing score for the Knowledge Test portion of the Police Officer, Police Corporal, and Police Lieutenant examinations, the material in the books on the suggested reading list for the examination should be studied carefully. Some of the examination questions do not require any preparation at all, while others are based on material included in the suggested reading list.

The suggested reading material is listed below:

Hacker, Diana T. *A Pocket Style Manual*, St. Martin's Press. (**Police Officer, Corporal, Lieutenant**)

Iannone, N. F. & Iannone, M. P. (2001). *Supervision of Police Personnel*. (6th Ed.) Upper Saddle River, NJ: Prentice-Hall, Inc. (**Police Corporal and Lieutenant**)

*Illinois Vehicle Code* (2000 Ed.). Charlottesville, VA, Matthew Bender & Company, Inc. (**Police Corporal**)

Leonard, C. (2000). *Criminal Law and Procedures for Illinois Police 2000*. Stipes Publishing, LLC, Champaign, IL. (**Police Corporal and Lieutenant**)

O'Hara, Charles E., & O'Hara, Gregory L. (1994). *Fundamentals of Criminal Investigation*, (6th Ed.) Charles C. Thomas Pub. Ltd. (**Police Corporal and Lieutenant**)

Purpura, Phillip P. (1997). *Criminal Justice: An Introduction*. Butterworth-Heinemann. (**Police Corporal and Lieutenant**)